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UNITED STATES MISSION -BOGOTA
VACANCY ANNOUNCEMENT

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No. 079

Job Vacancy

August 27, 2003

OPEN TO: ALL U.S. CITIZENS

POSITION: **SECRETARY (ACUSTOMS03)**

CLOSING DATE: **Opened Until Filled**
(Cutoff dates: 09/11/03, and every two weeks)

WORK HOURS: Full time; 40 hours/week

SALARY: MOH/OR - LCP/FSN-6
EFM/MOH/NOR - FP Scale = FP-8
(Position Grade: Final FP grade to be determined
by Washington)

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, or OF-612) or a current resume that provides the same information.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

You must request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page:

<http://usembassy.state.gov/Colombia> under "La Embajada" > "La Oficina de Recursos Humanos".

SUBMIT APPLICATION TO:

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- U.S. Citizens residents in Colombia must submit the employment application to the Embassy receptionist.
- Current EFM employees must submit the employment application to the Human Resources Office Receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Secretary in the U.S. Customs Service Section.

BASIC FUNCTION OF POSITION

Incumbent performs secretarial/clerical duties under the direction of the U.S. Customs Service Attaches or their designees, who are hereby designated as the Authorized Representatives of the Contracting Officer (AR/CO).

MAJOR DUTIES AND RESPONSIBILITIES

1. Types cables, correspondence, forms, reports, etc., from rough draft, notes or oral instructions. Responsible for proper spelling, grammar, format and arrangement of material.
2. Receives visitors and phone calls, ascertains the nature of the requests and directs callers to appropriate staff member or personally provides the information desired when routine or procedural matters of the office are involved.

3. Searches for, assembles and summarizes information from files and documents as requested by the Country Office staff.
4. Makes travel arrangements for staff members, contacts travelers enroute to relay information and types various travel vouchers and reports.
5. Establishes, organizes and maintains files and records, manuals, handbooks, and other related materials for the Bogota Country Office. Maintains suspense records on all incoming and action documents and follows up to insure a timely reply on action in accordance with a regular schedule.
6. Based on a familiarity of investigations in progress, priorities and individual agent's activities, receives and relays messages, informs agents of significant events that occurred in their absence and arranges for appointments and other needs of agents.
7. Reviews outgoing correspondence prepared for the signature of the Special Agents or Customs Attachés for proper format, conformance with procedural requirements, grammar, typographical accuracy and necessary attachments.
8. Maintains budgeting control or office impress fund, travel budget, operational and PE/PI expenditure accounts and procurement requests. Formulates obligations for recurring operational expenses such as gasoline, telephone, etc.
9. Responsible for monitoring and advising supervisors of the status of the allotments. Prepares and distributes bi-weekly, quarterly, annual or other reports due during that period.
10. Prepares and submits Time and Attendance reports and maintains files for U.S. citizens and Foreign Service National Personal Services Contract personnel.

MINIMUM QUALIFICATIONS

NOTE: Applicants who do not meet these minimum qualifications will not be considered. All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- A. All applicants must be U.S. citizens, at least 18 years of age.
- B. All applicants must be able to obtain a **Top Secret** clearance.
- C. **Education:** Completion of secondary school. U.S. High school diploma or local country equivalency is required.
- D. **Prior Work Experience:** One to one and one-half years of typing and clerical experience is required.
- E. **Language Proficiency:** English Level III (good working knowledge) and Spanish Level III (good working knowledge) are required.
- F. **Knowledge:** Two years of clerical experience required.

G. **Skills and Abilities:** Proficiency in typing is required. Good organizational and secretarial skills are required. Ability to prepare a wide variety of recurring reports and documents from information obtained from the staff, files and other sources.

A. OTHER - Must be able to fulfill a one year work contract.

DESIRED QUALIFICATIONS BUT NOT REQUIRED

A. **Education:** College degree desirable (Bachelor's degree).

B. **Language Proficiency:** English Level IV (fluent) highly desirable.

C. **Knowledge:** Accounting experience is highly desirable. Previous work experience in USG is desirable.

D. **Skills and Abilities:** Knowledge of Embassy procedures and working environment is desirable.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

DEFINITIONS

1. **Eligible Family Member (EFM):** U.S. Citizen spouse or U.S. Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a U.S. Citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad and under Chief of Mission authority.

2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. **Not-Ordinarily Resident (NOR):** Typically NORs are U.S. Citizen EFMs and family members of FS, GS, and Military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

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